



# Chicago Metropolitan Agency for Planning

233 South Wacker Drive  
Suite 800  
Chicago, Illinois 60606

312 454 0400  
[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

## **Policy & Programming Transportation Improvement Program (TIP) Intern (TIP2016) March 23, 2016**

**Job Category:** Transportation Improvement Program (TIP) Intern  
**Experience Required:** Current enrollment in an undergraduate or graduate program  
**Salary Range:** Undergraduate \$12.00 per hour, Graduate \$15.00 per hour

The Chicago Metropolitan Agency for Planning (CMAP) is seeking an intern to assist with entry-level duties in the field of Transportation Programming. CMAP is our region's official comprehensive planning organization. The agency and its partners are developing ON TO 2050, a new comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See [www.cmap.illinois.gov](http://www.cmap.illinois.gov) for more information. For detailed information about our benefits, please go to <http://www.cmap.illinois.gov/about/careers#benefits>.

### **Position Description**

The intern will be responsible for providing assistance in collecting and analyzing project data to support CMAP's transportation program management activities.

### **Essential Functions:**

- Use multiple agency publications and databases to collect and summarize expenditure information.
- Analyze transportation project expenditures to assess relative spending on various work types.
- Review existing project data to clarify possible discrepancies.
- Other responsibilities as directed by supervisor.

### **Knowledge, Skills, and Abilities:**

- Applicants should have a working knowledge of common operating systems and software applications including Windows 7 and Microsoft Office with a focus on Microsoft Excel.
- Proficiency in reading, writing, and communication among team members is required. Basic database knowledge (particularly Microsoft Access and SQL) is desired, but not required.

### **Education and/ or Experience:**

- Applicants must be entering their junior or senior year in spring 2016. Graduate applicants are expected to complete their programs in 2017 or 2018.

- Current enrollment in a Bachelor or Masters' degree program in Public Administration, Urban Planning, or Civil Engineering is recommended.
- It is important that applicants have a general understanding of personal computers, database systems, and Microsoft Office software.

While interns will be supervised by CMAP staff, they will be expected to take a high level of responsibility for their own work, and should be self-motivated.

**Internship Timeframe**

Depending on the student's availability, this is a full-time summer position beginning in May or June 2016. It could potentially continue into the 2016-17 school year, but that is not guaranteed. Minor start and end-date accommodations may be made upon request.

**Contact Information**

Please submit cover letter and resume via our website at:

<http://www.cmap.illinois.gov/about/careers>. Please refer to **Job Code (TIP2016)**.

**Posting End Date**

This posting will close on April 23, 2016. All applications must be completed and submitted within the 30-day timeframe.

*The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.*